



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

October 8, 2008

Mr. Matt Franz, Director of Manufacturing
West Cost Division
Amcort PET Packaging, Inc.
3025 32nd Avenue SW
Tumwater, CA 98512

Dear Mr. Franz :

RE: FINAL MONITORING VISIT REPORT for Amcor PET Packaging, Inc. – ET06-0328

Date of the Visit:	July 1, 2008
Beginning/Ending Time:	9:00 am – 12:00 pm
Date of Last Visit:	February 21, 2008
Visit Location:	Sacramento
Persons in attendance:	Lynn Reyes, HR Lathrop facility, Tara Giguere, HR Fairfield facility, Fred Garcia, HR Commerce facility; and Kristie Ohta, Program Analyst of the Employment Training Panel.
Action Required:	NO

Term of Agreement:	June 7, 2006 June 6, 2008	Agreement Amount:	\$586,950
Training Start Date:	June 7, 2008	No. to Retain:	430
Date Training must be Completed:	March 6, 2008	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	105

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on July 12, 2006 and training began on June 6, 2006. Your staff reported that all training was completed on March 6, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – June 6, 2008.

ETP approved one Agreement Modification on November 20, 2007 to add HACCP-Hazard Analysis Critical Control Point and GMP – Good Manufacturing Practices courses under Manufacturing Skills to your Curriculum.

• INTERVIEW WITH HR representatives from each location.

- What barriers, if any, did your company experience in implementing your ETP project?
None

- What problems, if any, did your company experience with ETP record keeping?
Due to records passing through many handlers, we did experience some difficulties, the issues have been resolved.

Another issue we experienced was ETP's tracking system could not run reports by site / location which made it difficult for use during enrollment, invoicing, etc., but all of issues and errors have been corrected.

- What assistance could ETP have provided that would improve the process for future Contractors?
Kristie was great! She worked with us a lot ensure we understood the contract, the forms and tracking websites, along with documenting training correctly.
- How did your company benefit from the ETP training?
Though we would be providing the training with or without the ETP program, ETP helps to elevate some of the cost associated with training, and helped us provide additional training.

According to your records at the time of this final meeting, you expected to retain a total of 189 (44 percent of planned retentions) trainees for a total reimbursement of \$140,000 (24 percent of the encumbered amount). The closeout invoice will be submitted by July 31, 2008.

No. Trainees Tracked:	189
No Trainee(s) completed with minimum required hours:	189
Total recorded Class/Lab hours:	10,435
Total recorded Class/Lab hours (for trainees @24 hours)	10,435
Total amount eligible to earn (provide all terms & conditions are met)	\$135,655

*This figure may vary

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	477	In Retention Period:	- 0 -
Dropped Following Enrollment:	288	Awaiting Placement:	- 0 -
Completed Minimum Hours for reimbursement:	189	Completed Retention:	189
Completed Training:	189		

ATTENDANCE ROSTERS:

Ms. Ohta reviewed most of the rosters for each location during the term of this Agreement, and found them to be completed correctly. All rosters reviewed met Panel requirements for documenting the training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

SUBAGREEMENTS:

Ms. Ohta reviewed the following sub-agreements during approval to use out-of-state vendors:

- GDC Total Business Solutions and
- FDR Training

AUDIT:

Amcor PET Packaging, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years

from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst, Kristie Ohta at 916.327.5586 or kohta@etp.ca.gov within ten (10) days from receipt of this report.

Sincerely,

A handwritten signature in black ink that reads "Ruby Cohen". The script is fluid and cursive.

Ruby Cohen, Manager
Sacramento Regional Office

A handwritten signature in black ink that reads "Kristie Ohta". The script is fluid and cursive.

Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: Lynn Reyes – lynn.reyes@amcorpet.com
Tara Giguere – tara.giguere@amcorpet.com
Fred Garcia – fred.garcia@amcorpet.com
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File